GUIDELINE	PERFORMANCE	EXCEPTIONS & DEVIATIONS
1. Emergency Communications Systems • Provide means to notify personnel of an emergency. • Periodically test emergency communications systems. • Control Area should be able to override the communications systems.	1. Emergency Communications Systems • Emergency signals such as fire or evacuation alarms are audible throughout the CAD buildings where appropriate. The public address system can be heard throughout the complex. A radio-receiver system is used for site-wide emergency or exigent communications. The CAD Safety Division, secretaries and certain CAD buildings are supplied with these radio-receivers, which are called plectrons. • Emergency communications systems are periodically tested. The CAD emergency drill program is under the purview of the CAD Safety Division, and periodic drills are used to test all aspects of emergency preparedness. Site-wide drills test the adequacy of site-wide communications systems. • The Main Control Room can override the public address system for emergency announcements. See OPM 3.0, "Local Emergency Plan for the Collider Accelerator Department," Section 5.3, "Communications."	1. Emergency Communications Systems • None.
2. Public Address Systems • Should be administratively controlled. • Includes the use of the paging systems.	2. Public Address Systems • Access to the public address system is through CAD administrative offices or through the Main Control Room, see OPM 2.12 "Normal Communications Practices." • The CAD uses pagers, e-mail and telephones in lieu of the public address system whenever practical. Pagers are issued to individuals and pager numbers are published in the phone directory.	2. Public Address Systems • None.
3. Contacting Operators • Distinguish between emergency and normal communications.	3. Contacting Operators • Operators use hand held radios for communications in order to be in constant contact with the Main Control Room. See OPM 2.12 "Normal Communications Practices." Language to be used in an emergency is prescribed in CAD OPM Emergency Procedures, CAD OPM Chapter 3.	3. Contacting Operators

GUIDELINE	PERFORMANCE	EXCEPTIONS & DEVIATIONS
4. Radios ● Post areas where use of radios will cause interference with equipment. ● Consider the use of dedicated radio channels for specific operations groups.	4. Radios ● There are no radio-cast devices in use at CAD other than communications. However, there are spots where hand-held radios do not receive signals successfully, and these locations are posted. ● Radio channels F1 and F2 are dedicated to CAD. F1 is for operations (see OPM 2.12 "Normal Communications Practices").	4. Radios ● None.
5. Abbreviations & Acronyms ● Use approved list for written and verbal communications.	5. Abbreviations & Acronyms ● Approved acronyms for emergency communications are listed in OPM 3.1 and OPM 3.2.	5. Abbreviations & Acronyms ● None.
6. Oral Instructions & Information Communication ● Should be clear and concise. ● Use repeat back techniques to assure accurate communication.	6. Oral Instructions & Information Communication ● Operators are instructed to speak clearly and concisely. ● Operators are trained to repeat information, see OPM 2.12 "Normal Communications Practices."	6. Oral Instructions & Information Communication ● None.